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Defer TSST

**Date:** October 18, 2002

**To:** County and District Superintendents of Selected Schools and Programs Participating in the Digital High School Program

**From:** Susan Lange, Deputy Superintendent  
Finance, Technology and Administration Branch

**Subject:** Digital High School Technology Support and Staff Training Grant Program

This memorandum provides information on the funding status for the Digital High School Technology Support and Staff Training (TSST) Grant Program for fiscal year 2002-2003. The State Budget for fiscal year 2002-2003 includes language to “defer” the funding for the TSST program to fiscal year 2003-2004. The impact of the deferment of payment is that districts/schools will not receive TSST funding during fiscal year 2002-2003. This funding will be provided in fiscal year 2003-2004, if state revenues allow. However, to be eligible to receive these funds, sites must apply for funding and also meet the local match requirement in fiscal year 2002-2003.

The TSST grant is the optional second portion of the Digital High School (DHS) Education Technology Grant Program. TSST grant funding is available to schools that received technology installation grants under the DHS Program or to new high schools that qualify under the provisions of Assembly Bill 99 (refer to <http://www.cde.ca.gov/digitalhigh/tsst.htm>). The TSST grant program provides funding for maintaining and upgrading systems, supporting technology for pupils and faculty, and providing ongoing staff development. As authorized in the legislation that established the DHS program (Assembly Bill 64, Chapter 326, Statutes of 1997), TSST funds are ongoing annual funds, up to \$45 per pupil, to be matched locally and are contingent upon an appropriation in the annual Budget Act or in another measure. Actual grant award amounts for fiscal year 2002-2003 will be calculated based on 2002-2003 CBEDS enrollment figures reported in October 2002. General information regarding the TSST grant program can be accessed from the California Department of Education (CDE) Web site at <http://www.cde.ca.gov/digitalhigh>.

Sites must apply for TSST funds each year. **Please note that the timeline and payment schedule for the TSST program has been changed** (refer to the attached table titled “TSST Grant Payment Schedule and Due Dates”). Starting in fiscal year 2002-2003, TSST payments will be allocated only one time each year, usually in June, if there is an appropriation in the State Budget. Due to the deferral of 2002-2003 funds, this year’s payment will not occur until after

the 2003-2004 State Budget is signed and an appropriation is confirmed for the deferred funds. The table identifies payment schedules and due dates for three categories of school sites:

1. For Year 4 schools that are transitioning from the technology installation grant phase to the TSST phase of the DHS Program, CDE will send a letter approximately mid-February 2003 with detailed instructions on what a district must do to receive TSST funds for Year 4 schools in this category. Generally, the process includes the following steps:
  - Districts must first certify completion of the installation phase of the grant and report final expenditures. The required forms (Form DHS-30 and DHS97/01-GOB) must be submitted to CDE prior to the release of the final ten percent of the installation grant. These forms are available for downloading from the DHS Web site at <http://www.cde.ca.gov/digitalhigh>. *Because TSST funding has been deferred, but not eliminated, it would be wise to plan to certify completion by February 1, 2003. If you do not certify by February 1, you will not be eligible for fiscal year 2002-2003 TSST funding.*
  - CDE will post the downloadable form required to apply for TSST funds (Form DHS-40) on the DHS Web site at <http://www.cde.ca.gov/digital> high each year on approximately March 1. CDE will e-mail persons on the DHS listserv when the forms are available for downloading.
  - Districts must next sign and submit the Form DHS-40 to CDE by April 1.
  - CDE must have confirmation that the district has either a current county office of education-approved E-rate plan or a local governing board-certified education technology plan by April 1. To determine if your district has already met this requirement (county offices of education are not required to satisfy this requirement), refer to the Education Technology Web site at <http://www.cde.ca.gov/edtech/techplancert.htm>. The table titled "District Education Technology Certification Status" must list your district as "Certified" under the column heading "Certification Status."
  - The School Technology Survey must be completed by March 30, 2003 (refer to the Education Technology Web site at <http://www.cde.ca.gov/edtechsurvey/index.html>).
2. For schools that previously qualified for TSST, CDE will send a letter approximately mid-February 2003 with detailed instructions on what a district must do to receive TSST funds for Year 4 schools in this category. Generally, the process includes the following steps:
  - CDE will post the downloadable form required to apply for TSST funds (Form DHS-40) on the DHS Web site at <http://www.cde.ca.gov/digitalhigh> each year on approximately March 1. CDE will e-mail persons on the DHS listserv when the forms are available for downloading.
  - Districts must sign and submit the Form DHS-40 to CDE by April 1.

- CDE must have confirmation that the district has either a current county office of education-approved E-rate plan or a local governing board-certified education technology plan by April 1. To determine if your district has already met this requirement (county offices of education are not required to satisfy this requirement), refer to the Education Technology Web site at <http://www.cde.ca.gov/edtech/techplancert.htm>. The table titled “District Education Technology Certification Status” must list your district as “Certified” under the column heading “Certification Status.”
  - The School Technology Survey must be completed by March 30, 2003 (refer to the Education Technology Web site at <http://www.cde.ca.gov/edtechsurvey/index.html>).
3. For new high schools that qualify for TSST under the provisions of Assembly Bill 99 during fiscal year 2002-2003 and have not been previously funded, CDE will send a letter in November of this year with detailed instructions on what a district must do to be eligible to receive TSST funds for schools in this category. Generally, the process includes the following steps:
- CDE will send possible eligible districts the form required to apply for TSST funds (AB 99 Certification of Eligibility) in November 2002.
  - Districts must sign and return the Form AB 99 Certification of Eligibility to CDE by January 22, 2003.
  - Districts must have an **Education Technology Plan** that has passed a state-level review.
    - To determine if a district has complied with this District Technology Plan requirement refer to the Web site at <http://www.cde.ca.gov/edtech/data/index.html>. This requirement has been satisfied only if the district is included in the table and the column titled “**Review Status**” indicates that the plan was “**Approved.**”
    - If the District Technology Plan requirement has not been satisfied, **then the district must submit an Education Technology Plan for state-level review by January 22, 2003.** This requirement also applies to the county office of education for high school programs that they administer. Technology plans will be submitted using an online submission process. Submission instructions will be included in the November mailing later this year.
    - If the District Technology Plan requirement has not been satisfied, we suggest you begin working on a technology plan as soon as possible. According to AB 99, schools may select from three different technology plans to submit for review: 1) District Technology Plan, 2) Federal E-rate Plan or 3) Digital High School Site Technology Plan.
    - For purposes of state-level review, the District Technology Plans and Federal E-rate Plans must both meet the planning guidelines approved by the State Board of Education and established in the document “Education Technology Planning: A Guide for School Districts” (the

criteria for the review and approval of these plans are on the Education Technology Web site at

<http://www.cde.ca.gov/tlc/tlctechplanfinalcriteria.pdf>).

- For purposes of state-level review, the DHS Site Technology Plan must meet the criteria posted on the Digital High School Web site at <http://www.cde.ca.gov/digitalhigh/forms/rubric.pdf>.
  - Districts that need to develop and submit a district education technology plan for state review are strongly encouraged to work closely with their CTAP regional office to ensure that their plans include all of the required components.
  - Please note, if a district plans to submit an education technology plan for state review during 2002-03 as required by the Enhancing Education Through Technology (EETT) program, approval of the plans submitted for that program will also satisfy this requirement for the TSST program.
- CDE will post the downloadable form required to apply for TSST funds (Form DHS-40) on the DHS Web site at <http://www.cde.ca.gov/digitalhigh> each year on approximately March 1. CDE will e-mail persons on the DHS listserv when the forms are available for downloading.
  - Districts must sign and submit the Form DHS-40 to CDE by April 1.
  - The School Technology Survey must be completed by March 30, 2003 (refer to the Education Technology Web site at <http://www.cde.ca.gov/edtechsurvey/index.html>).

In previous years districts and sites were mailed the Form DHS-40. However, in addition to changing the payment schedule and due dates for DHS, we are also automating the certification process. As noted previously, the Form DHS-40 will no longer be mailed; instead CDE will post the form on our Web site for downloading. We plan to send a letter approximately mid-February 2003 to remind districts of this process. To ensure that the appropriate person(s) is notified, please add the appropriate individuals (i.e., Superintendent, Principal, and DHS Site Coordinator) to the DHS list serve at the bottom of the page on the DHS Web site at <http://www.cde.ca.gov/digitalhigh>.

Finally, because the State Budget includes language to defer payments but not to eliminate or suspend the TSST program, we are hopeful that the 2003-2004 State Budget will also include TSST funds for fiscal year 2003-2004 expenditures when it is approved next July 2003.

If you have any questions or need additional information, please contact Estella Johndreau at (916) 323-1552 or Mary Sprague at (916) 323-5216, in the Education Technology Office.

SL:ns

Attachment

cc: Principals of Selected Sites  
CTAP Directors

## Technology Installation Grant and TSST Grant Payment Schedule and Due Dates

NOTE: This table has been revised as of July 1, 2002 to reflect only one TSST apportionment each year.

**Table #1 - Year 4 Sites Transitioning from the Installation Phase to the TSST Phase**

Selected Year	State Board Approved Date	Program End Date	Form DHS -30 and DHS 97/01 GOB Submitted to CDE By	Final 10% Payment Made In	TSST Form DHS-40 Available to Sites on DHS Web site	TSST Form DHS-40 Submitted to CDE By	100% TSST Payment Received **
2000-01	Feb-June 2001	June 30, 2003	February 1, 2002+	March 2002	March 1, 2003	April 1, 2003	Deferred until 2003-2004
			April 1, 2002+	June 2002	March 1, 2003	April 1, 2003	Deferred until 2003-2004
			August 1, 2002+	October 2002	March 1, 2003	April 1, 2003	Deferred until 2003-2004
			February 1, 2003+	March 2003	March 1, 2003	April 1, 2003	Deferred until 2003-2004
			April 1, 2003*	June 2003	March 1, 2004	April 1, 2004	June 1, 2004 – 100%

+ Funds must be expended by the submission date.

\* Funds must be expended by the program end date. This is the final submission date.

\*\* This new payment schedule reflects only one apportionment each year for 100% of the funds. The new schedule no longer allows for an 80% payment in November and a 20% payment in June.

**Note:** Given the current budget situation, there is no fiscal benefit to certifying completion on August 1, 2002. However, it is important that schools understand that they are to implement their DHS plan as approved by the State Board of Education. Any program changes or budget changes of more than 10% between line items require approval by the California Department of Education. Major program changes must be submitted to the State Board for approval. In succeeding years of TSST, there will only be one TSST DHS-40 due date of April 1. Schools will receive their 100% payments in June.

**Table #2 - Continuing Sites That Previously Received TSST Funds**

TSST Form DHS-40 Available to Sites	TSST Form DHS-40 Submitted By	100% TSST Payment Received **
March 1, 2003	April 1, 2003	Deferred until 2003-2004

\*\* This new payment schedule reflects only one apportionment each year for 100% of the funds.

The new schedule no longer allows for an 80% payment in November and a 20% payment in June.

**Table #3 - New High Schools That Qualify for TSST Under AB99**

AB 99 Certification of Eligibility Form Mailed	Eligibility Form Submitted By	TSST Form DHS-40 Available to Sites:	TSST Form DHS-40 Submitted By	100% TSST Payment Received
November 2002	January 2003	March 1, 2003	April 1, 2003	Deferred until 2003-2004